

## TOURS AND EXCURSION POLICY

### 1. PREAMBLE

Growing in Grace Primary has accordingly constituted the following policy in terms of the South African Schools Act of 1996. Touring and hosting tours have educational value and are considered to be an important feature in the school's wider extracurricular program. Cultural tours enrich the curricular program. Both types of tours have valuable social benefits and promote school spirit.

### 2. OBJECTIVES

- To align the school processes with the latest legislation.
- To advise stakeholders on the procedures for dealing with matters related to Tours and Excursions
- To refer stakeholders to the relevant legislation in order to ensure compliance with Tours and Excursions.

### 3. FUNDING OF TOURS AND EXCURSIONS

- The basic principle is that parents are responsible for meeting the costs of their child.
- Staff supervising the tour are not required to meet any costs. Their expenses must be covered in the tour budget which will be accompanied by proper quotations and verified by management.
- Mini tours (weekend or overnight) are relatively close to the school, and recreational expeditions such as river trips, hikes, etc., should be self-supporting, and not subsidised from the school fund.
- The most cost-effective means of hosting or going on a tour must be always considered.

### 4. FUNDRAISING

- School fund raising efforts may be held from time to time to provide revenue for the tour fund.
- A particular tour group may embark on fund raising projects, subject to approval.
- Care must be taken not to deflect sources of financial support from existing school programs.
- Any initiative by parents must first be approved by the Heads.

### 5. SPONSORSHIPS

- Sponsorships may be sought subject to the above.
- Such monies must be made payable to the school account.
- Any sponsorship of kind (bags, T shirts) must first be approved by the principal with reference to design, wording, etc. Tasteful advertising is acceptable.
- Sponsorships should be acknowledged in the school newsletter.
- Any excess money raised via sponsorship will be credited to the school fund and earmarked for future excursions.

### 6. PROPOSING A TOUR OR EXCURSION

- The teacher in charge of a sport/cultural/Learning area should approach a member of the management team.
- A detailed proposal must be prepared and presented to the principal.
- This should include such details as dates, possible itinerary, travel / transport, proposed staff in charge, and a budget with reasons.
- The bursar (in charge of school finance) can advise on budget compilation. Once a tour has been authorised, they have the responsibility of supervising the financial aspects, i.e. budget, payment of monies, and the compilation and checking of statements after the tour.
- A lead time of 1 term is required to plan and implement any tour or excursion.

## **7. DUTIES OF EDUCATORS ACCOMPANYING LEARNERS**

- a. Learners must always be under the supervision of an educator.
- b. Educators must ensure that all the learners are present before departing from school and departing from the venue after the event.
- c. The educator must ensure that all learners are always seated in the vehicle.
- d. Where safety belts are available, learners are obliged to use them.
- e. In the event of an injury or accident, reasonable efforts must be made to contact the parents of the learner involved. The Principal or Assistant Principal must be informed as soon as possible.
- f. All reasonable efforts must be taken to ensure the safety of learners in unforeseen, dangerous situations.

## **8. MEASURES TO ENSURE THE SAFETY OF LEARNERS DISCIPLINE**

- a. Teachers responsible for learners on outings are in loco parents and have the usual authority to discipline learners.
- b. The school rules / code of conduct are still applicable 24 hours a day during a school outing.
- c. In addition to the normal school rules, additional rules may be applied. These – specific to the excursion - must be stated and enforced.
- d. The rules and actions taken against learners who violate these rules must be acknowledged ahead of time and understood.
- e. Should a learner commit a serious misdemeanor, the teacher in charge must call the Principal or Assistant Principal immediately, so that a decision may be made as to the handling of the situation.

## **9. MEDICAL ATTENTION AND FIRST AID**

- a. All teachers must take a first aid box with them.
- b. The teacher may not prescribe drugs but should contact the learner's parents and/or allow the learner to select what medication they usually take.
- c. Learners should supply their own medication – but must inform the teacher in charge.
- d. In the event of medical attention being needed, the teacher should seek private medical care.
- e. All medical costs are borne by the parent.
- f. The Medical Information sheet must go with the learner to the medical facility.

## **GUIDELINE SCHOOL TRANSPORT POLICY**

### **1. PURPOSE OF THIS POLICY**

This policy is aimed at:

- 1.1. Promoting the safe and reliable transport of learners, members of staff and any other stakeholders involved in school activities and for school purposes, either using the Growing in Grace Christian Primary School's own transport vehicles or those outsourced to capable service providers.
- 1.3. Providing procedures and guidelines for the transportation of learners, members of staff and any other stakeholders involved in school activities and for school purposes.

### **2. LEGISLATIVE FRAMEWORK**

- 2.1. This policy guideline is drafted in accordance with the provisions and requirements of the following legislation, and as amended from time to time:
  - 2.1.1. The South African Schools Act, 84 of 1996;
  - 2.1.2. The National Road Traffic Act, 93 of 1996;
  - 2.1.3. National Land Transportation Act, 5 of 2009.
- 2.2. All people involved in the transportation of learners at Growing in Grace Christian Primary School are required to familiarize themselves with the provisions of the above-mentioned legislation.

### **3. SCOPE OF POLICY**

- 3.1. This policy applies to:
  - 3.1.1. All employees and learners of the school in question, as well as any other person involved in transportation for school-related activities and for school purposes.
  - 3.1.2. Parents and guardians of learners making use of the transportation for school-related activities and for school purposes; and
  - 3.1.3. Service providers of the transportation, or any activities related and incidental thereto.

3.2. This policy further regulates the provision of transportation for school-related activities and for school purposes in the following circumstances:

- 3.2.1. Using the Growing in Grace Christian Primary School's own transportation; and / or
- 3.2.2. Using transportation provided by an authorised and approved service provider, in terms of a service level agreement with the member school.
- 3.3. This policy does not extend to the conveyance of learners in private vehicles, e.g. the conveyance of learners in the private vehicles of parents of other learners at the member school.

#### **4. SERVICE LEVEL AGREEMENT WITH TRANSPORT SERVICE PROVIDERS**

- 4.1. In the event that the Growing in Grace Christian Primary School's own transportation is not utilized, recognized and authorised service providers should be always utilized and in so far as it is practicable, unless in exceptional circumstances.
- 4.2. Each service provider will conclude a service level agreement with the member school, the terms of which will regulate the terms and conditions of the provision of transportation and record the duties and obligations between the parties.
- 4.3. The member school will regularly review the service level agreements and ensure that the standards expected of the service provider are regularly assessed and maintained.

#### **5. DESIGNATED RESPONSIBLE ADULT**

- 5.1. A designated responsible adult ("DRA") must be appointed and allocated by the member school to each instance requiring the transportation of learners and other related personnel.
- 5.2. The management of the school will be responsible for appointing the DRA, depending on the circumstances and the specific nature of the event for which the transportation is in respect of. More than one DRA may be appointed.
- 5.3. The various duties and obligations of the DRA are set out herein.
- 5.4. This section applies to both instances where the Growing in Grace Christian Primary School's own transportation is to be utilised, and/or transportation is provided using a service provider.

#### **6. TRANSPORT PLANNING DUTIES**

- 6.1. Wherever practicable, the DRA should travel in the vehicle(s) with the learners.
- 6.2. The DRA will be responsible for the following transport planning duties, prior to the departure of the transportation and before any learners or related personnel board the vehicle:
  - 6.2.1. Compliance with standard route plans for regular destinations.
  - 6.2.2. The safe and secure loading and off-loading of learners and related personnel, within the designated safe area, as determined by the Growing in Grace Christian Primary School's transport officer.
  - 6.2.3. The completion of the Trip manifesto, an example of which is attached herewith as Annexure "A", recording the following, the:
    - 6.2.3.1. destination of the trip.
    - 6.2.3.2. purpose of transportation.
    - 6.2.3.3. list of learners and related personnel being transported per vehicle.
  - 6.2.4. The submission of a copy of the trip manifesto to the Growing in Grace Christian Primary School's transport officer.
  - 6.2.5. The completion of the Basic Driver Inspection checklist, attached herewith as Annexure "B".
- 6.3. Should the DRA not have completed the abovementioned duties, or have any concerns regarding the vehicle, the driver or the trip itself, the DRA is to:
  - 6.3.1. Immediately raise and report these concerns to the Growing in Grace Christian Primary School's transport officer in the event that the Growing in Grace Christian Primary School's transportation is utilised, or the Growing in Grace Christian Primary School's transport officer in the event of service provider transport.
  - 6.3.2. Delay or cancel the trip, until such time as the concerns have been addressed and/or resolved.
- 6.4. The DRA shall be provided with details of the necessary emergency contact numbers, and it is the duty of the DRA to familiarize him/herself with the same.

#### **7. PRE-TRIP INSPECTION GUIDELINES**

- 7.1. The driver of the vehicle transporting the learners and related personnel must carry out the following pre-trip procedures:
  - 7.1.1. An internal and external inspection of the vehicle prior to the trip and before the learners and related personnel board the vehicle.
  - 7.1.2. Complete and/or ensure the completion of the Basic Vehicle Inspection checklist, attached herewith as Annexure "C";

- 7.1.3. In the event that a service provider is used, compliance with the service level agreement (as referred to in clause 4 above) and the requirements set out therein.
- 7.1.4. In the event that a trailer is to be towed by the vehicle, an inspection of the trailer and the connection of the trailer to the vehicle, in accordance with the Towing of Trailer checklist, attached herewith as Annexure "D".
- 7.1.5. Complete and/or ensure the completion of the Towing of Trailer checklist;
- 7.1.6. The submission of the various checklists detailed above to the Growing in Grace Christian Primary School's DRA.
- 7.2. Should the driver not have completed the abovementioned duties, or have any concerns with the regard to the vehicle, the trailer or the trip itself, the driver is to:
  - 7.2.1. Immediately raise and report these concerns to the relevant individual at the member school in the event that the Growing in Grace Christian Primary School's transportation is utilised, or the Growing in Grace Christian Primary School's transport officer in the event of service provider transport.
  - 7.2.2. Delay or cancel the trip, until such time as the concerns have been addressed and/or resolved.

## **8. CONDUCT BEFORE, DURING AND RETURNING FROM ANY TRIP**

- 8.1. The Growing in Grace Christian Primary School's DRA must ensure that that learners and related personnel behave in accordance with the Growing in Grace Christian Primary School's code of conduct at all times before, during and returning from any trip, and while travelling in the vehicle/s.
- 8.2. Specifically, attention is drawn to compliance with regard to the following:
  - 8.2.1. Learners and related personnel travelling in the vehicle/s must remain seated at all times;
  - 8.2.2. Learners and related personnel travelling in the vehicles must wear their seatbelts at all times whilst the vehicle is in transit;
  - 8.2.3. No part of the body of any learner or related personnel may protrude from the vehicle;
  - 8.2.4. Nothing may be thrown from the vehicle.
- 8.3. Failure to comply with the Growing in Grace Christian Primary School's code of conduct, this policy, and/or to obey the instructions of the Growing in Grace Christian Primary School's DRA may constitute:
  - 8.3.1. A disciplinary offence in terms of the Growing in Grace Christian Primary School's code of conduct, in respect of Learners;
  - 8.3.2. A disciplinary offence in terms of the employee disciplinary code, in respect of employees of the member school; or
  - 8.3.3. A breach of the Service Level Agreement entered into with the service provider.

## **9. PROCEDURE IN THE EVENT OF A BREAKDOWN OR ACCIDENT**

- 9.1. The procedure in the event of a breakdown or accident that should be followed by the Growing in Grace Christian Primary School's DRA is as follows:
  - 9.1.1. Assess the situation;
  - 9.1.2. Ensure the safety of the learners and removal from any dangerous or potentially dangerous areas;
  - 9.1.3. Contact emergency services if required;
  - 9.1.4. Notify the member school and initiate procedure in terms of the Growing in Grace Christian Primary School's crisis management policy.

## **10. GROWING IN GRACE CHRISTIAN PRIMARY SCHOOL'S COMMITMENTS**

- 10.1. Where transportation with a service provider is utilised, the member school shall undertake to ensure compliance with the provisions of Clause 4.
- 10.2. Where the Growing in Grace Christian Primary School's own transportation is utilised, the member school shall undertake to ensure compliance with the following:
  - 10.2.1. drivers to be fit and competent to drive the vehicle allocated to him/her;
  - 10.2.2. the completion of an advanced and defensive driving course by drivers;
  - 10.2.3. the completion of a basic first-aid course;
  - 10.2.4. drivers shall undergo a complete medical check-up and eyesight evaluation annually;
  - 10.2.5. all vehicles to meet the minimum safety requirements in respect of safety belts;
  - 10.2.6. all vehicles to be fitted with a tracking system that can be used to monitor speed and geo-fencing;
  - 10.2.7. the proper maintenance and service of vehicles by approved and authorised service providers;
  - 10.2.8. Compliance with the Growing in Grace Christian Primary School's Vehicle Administrative Policy ("VAP"), referred to in clause 11.
- 10.3. Standard route plans for regular destinations shall be compiled by the Growing in Grace Christian Primary School's transport officer and every effort will be made by the School to ensure that the safest and most efficient route is used in so far as is practicable.

## 11. VEHICLE ADMINISTRATION POLICY (VAP)

11.1. The member school shall develop and implement a VAP, which policy shall detail the regulations and procedures with regard to:

- 11.1.1. Vehicle registration and management;
  - 11.1.2. Driver assessment and maintenance;
  - 11.1.3. Vehicle maintenance and service history;
  - 11.1.4. Trailer maintenance and service history;
  - 11.1.5. Vehicle safety regulations and procedures;
  - 11.1.6. Display of valid licenses;
  - 11.1.7. Standard operating procedures in respect of fuel and oil consumption and replacement;
  - 11.1.8. Workshop and wash bay compliance with the provisions of the Occupational Health and Safety Act, NO 85 of 1993, as amended, (OHS Act).
- 11.2. A copy of this policy shall be made available from the Growing in Grace Christian Primary School's transport officer.

## 12. REPORTING OBLIGATIONS

12.1. In the event of the utilization of the Growing in Grace Christian Primary School's own transport.

12.1.1. The obligation to report defects or concerns with a vehicle rest with the driver of the vehicle in each instance.

12.1.2. The defect or concern must be submitted in writing to the Growing in Grace Christian Primary School's transport officer and in accordance with the procedure contained in the VAP.

12.2. In the event of the transportation provided by the service provider:

12.2.1. The obligation to report defects or concerns with a vehicle rest with the driver of the vehicle in each instance, in compliance with the procedure set out in the SLA.

## 13. CONSEQUENCES FOR FAILURE TO COMPLY WITH THIS POLICY

13.1. Failure to comply with the Growing in Grace Christian Primary School's code of conduct, this policy, and/or to obey the instructions of the Growing in Grace Christian Primary School's DRA may constitute:

13.1.1. A disciplinary offence in terms of the Growing in Grace Christian Primary School's code of conduct, in respect of Learners.

13.1.2. A disciplinary offence in terms of the employee disciplinary code, in respect of employees of the member school; or

13.1.3. A breach of the Service Level Agreement entered with the service provider.

## SAMPLE – OFFICE USE ONLY

To be completed by responsible party

		x			
General deposition of driver					
Valid driver licence					
Pre-trip inspection done					
Compulsory seat belts					
Date		Inspected by		Destination	

car inspection

Spare wheel, tools, triangle					
hooter					
Seat belts and doors working order					
Bonnet and boot secure					
Mirror, windshield, windscreen					
Wiper blades working order					
Tyre tread and pressure					
Headlights, tailgates and indicators					
Fuel cap					
No leaks or obstructions					
Emergency lights, oil, fuel etc.					
Date		Inspected by		Destination	



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Basic Education  
REPUBLIC OF SOUTH AFRICA



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SAMPLE – OFFICE USE

### EXCURSION INDEMNITY FORM

Excursion venue			
Nature of excursion			
Date from		Date to	
Time from		Time to	
Teachers responsible		1.	
2.		3.	
4.		5.	

On occasion, as part of the extramural program and total learning experience, the school provides learners with an opportunity to go on special group excursions, usually with fellow learners of the same age.

Although the school will attempt to maintain reasonable and generally accepted standards to ensure the safety and well-being of all learners and teachers, the possibility of accidents and/or injuries occurring can never be excluded and participation in any such excursion therefore carries with it some measure of risk.

Growing in Grace Primary and its directors cannot accept responsibility for any accident and/or injury that occurs during an excursion. To ensure that the learner is allowed to participate in the excursion as part of a group of learners, you are requested to complete the section below as proof that you understand the position of the school and that you accept the risks involved.

By signing below, you agree to the following:

I/We, the undersigned parent/legal guardian of the learner mentioned below, indemnify the school and Growing in Grace Primary and its directors, for and losses or damages in general, however they may occur, that I/we as parents/legal guardians of the above-mentioned learner may suffer as a result of any occurrence whereby the learner may be involved, whether as the causing or suffering party, whilst participating in the above-mentioned excursion. I/we authorize that the above-mentioned learner may participate in all normal activities usually associated with a similar excursion, and I/we give my consent that he/she may make use of the transport arranged by the school for the excursion. I/we also indemnify the school for any damage or losses that I/we, as parents/legal guardians of the below mentioned learner, may suffer under such circumstances and voluntarily accept all the risks associated therewith.

I/We as parents/legal guardians, cede my powers to the executive head of the school or his/her representative, should medical treatment/surgery be deemed necessary for my/our child, and accept that I/we shall be held responsible for the payment of medical/hospital accounts where applicable.

Parent 1 name & surname			
Contact details			
Parent 2 name & surname			
Contact details			
Student name		Class/Grade	
Birth date		Current age	

### EMERGENCY CONTACT

1. Name & surname			
contact		Relationship to child	
2. name & surname			
contact		Relationship to child	

SAMPLE - OFFICE USE  
**HEALTH FORMS FOR EXCUSIONS**

Parent 1 name & surname			
Contact details			
alternative contact			
Home address			
Work address			
Parent 2 name & surname			
Contact details			
alternative contact			
Home address			
Work address			
Student name		Class/Grade	
Birth date		Current age	
Is your child subject to seizures, fainting, epilepsy, diabetes or any other condition jeopardizing his safety?			
Medical aid		Medical plan	

Main member		Medical aid number	
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List of known allergies (food, drugs, other)	
Penicillin (give details)	
Tetanus shot (date)	

Specify any other relevant medical needs	

General practitioner		Contact number	
Physical address			

## MEDICATION POLICY

Growing in Grace Primary and its First Aid appointees will administer the following treatment to the student when the circumstance arises.

If he / she requires daily medication, (all medication to be labelled clearly)

No verbal instructions will be accepted, all information pertaining to the administration of the medication must be recorded in writing and first and foremost be approved by the Heads of the School.

If your child is taking prescribed daily medication, list precise details below: (dosage, frequency etc.)	
Does your child self-administer the medication?	

Medication	Injury
Germolene / Bactroban	Open scrapes & cuts, plasters & bandages will be used
Mercurochrome	Minor scrapes and scratches
Burn shield	Burns and abrasions
Allergex cream	Insect bites, hives and allergic rashes
Dettol	Cleaning of wounds (will be diluted)
Vicks	Insect bites, itchy stings, muscle pain or bruises

REMINDER: In case of an emergency, Growing in Grace Primary does stock an antihistamine or paracetamol syrup

Father Signature (Parent 1)	
Mother Signature (Parent 2)	
Date (M/D/Y)	

## EMERGENCY PROCEDURE POLICY

Should we feel due to any incident or injury that a student requires immediate medical care, parents hereby consent Growing in Grace Primary and / or its representatives to transport their child to the nearest hospital.

Parents will be informed of the emergency with urgency, in all cases a school representative will accompany a child in a vehicle and to the nearest hospital.

We are not qualified physicians; however, we have intuition whether an injury is seen as life threatening. In less serious cases parents will be contacted and notified. Parents are reminded, should they not have private Medical Aid cover, their child will be transported to the closest District Hospital.

Parents indemnify the School from any contra indication or side effect if so occurs when administering the above medical treatment or approved oral medications, furthermore they indemnify the School and its Employees against any lawsuit, prosecution and / or actions that may arise as a result of injuries sustained or death, during transportation whilst following the Medical Procedure in case of a medical emergency. Parents are aware of the risks involved thereof.

They consent to a school representative to administer the above-mentioned medications when necessary, and to transport their child (whose details appear in the Student Information) to the closest medical facility in an event of a medical emergency.

Parents are aware in a critical situation there may not be time to check a student's records.

The school and its appointees reserve the right to use their discretion in taking necessary actions and to utilize the quickest medical service available.

Father Signature (Parent 1)	
Mother Signature (Parent 2)	
Date (M/D/Y)	



**SPORTS / CULTURAL NOTICE**

Congratulations your child has been chosen to represent Growing in Grace Christian Primary

AT:

Sport / culture	
team	
date	
venue	
times	
Coach/ instructor or organizer	
Staff member responsible contact details	

Transport arrangements	

**KINDLY REMEMBER:**

1. Appropriate attire (school uniform)
2. Be on time for arrival and collection (when applicable dependent on event arrangement)
3. Behavior

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**REPLY SLIP**

Parent 1 name & surname			
Contact details			
alternative contact			
Home address			
Work address			
Parent 2 name & surname			
Contact details			
alternative contact			
Home address			
Work address			
Student name		Class/Grade	
Birth date		Current age	

I give permission for my child to participate			
Student requires transport		Own transport	

Father Signature (Parent 1)	
Mother Signature (Parent 2)	
Date (M/D/Y)	